



# ESG CARES Act Program Specialist

Topeka, KS

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KHRC is looking for an ESG CARES Act Program Specialist for the Community Solutions Division. This position will:

- Provide assistance with the administration of the Emergency Solutions Grant (ESG) and ESG-CV programs.
- Ensure accuracy of data; determine inconsistencies and monitor results.
- Assist with the review of grant applications.
- Work with subrecipients and potential subrecipients to explain the program.
- Prepare monthly, quarterly, annual, and ad hoc reports.
- Assist with compliance monitoring and procedure guidelines.
- Perform special projects, as assigned.

## Knowledge, Skills and Experience

Bachelor's degree in Human Services or related field and knowledge of housing, social services, homeless programs, government or public administration. A combination of education and experience may be accepted as determined relevant by KHRC.

## What We Offer

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Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

**Resumes will be accepted until Sunday, December 5, 2021**

***KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.***

785-217-2001 | KSHOUSINGCORP.ORG | 611 S. KANSAS AVENUE, SUITE 300 | TOPEKA, KANSAS 66603

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

KHRC is an Equal Opportunity Employer

TO APPLY, SEND COVER LETTER AND RESUME TO:

### **Gina Coffman**

Director of Human Resources  
611 S Kansas Avenue, Suite 300  
Topeka, KS 66603

PHONE:  
785-217-2009

WEBSITE:  
[kshousingcorp.org](http://kshousingcorp.org)

EMAIL:  
[gcoffman@kshousingcorp.org](mailto:gcoffman@kshousingcorp.org)

**Starting pay for this position is \$21.60/hour depending upon experience.**